

Deeksha Sharma

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Career Objective

To achieve excellence and contribute effectively to the organization's growth and prosperity through self-driven innovation, sincerity, and hard work.

Educational Qualification

- Bachelor's in Science from Bundelkhand University in **2022**
- Intermediate from U.P. Board in **2018** with Second Division
- High School from U.P. Board in **2015**
- Diploma in Computer Accounting with Tally in **2017**
- CCC (Course on Computer Concepts) in August **2018**
- ITI in Stenographer and Secretarial Assistant (Hindi) in July **2019**

Skills and Responsibilities

Office Administration Experience:

- **Oversight of Facilities and Equipment:** Supervised housekeeping and equipment maintenance, ensuring an organized office and minimal downtime.
- **Back-Office Operations:** Handled administrative tasks, including correspondence, mail, and billing with efficiency.
- **Mail and Package Management:** Managed incoming and outgoing mail and packages, ensuring timely distribution and delivery.
- **Reception Duties:** Welcomed guests and directed them to the right offices, serving as the first point of contact.
- **Vendor Coordination:** Coordinated with vendors for supplies and services, ensuring timely and effective communication.
- **Phone and Communication Management:** Answered, screened, and forwarded phone calls professionally.
- **Inventory Management:** Ordered and tracked office supplies, maintaining optimal stock levels.
- **Travel & Accommodation:** Arranged travel, accommodations, and managed expense reports.
- **Record Keeping:** Maintained accurate records of office expenses and costs.

HR Experience:

- **Employee Onboarding:** Assisted with new hire onboarding and orientation.
- **Record Maintenance:** Updated and maintained employee records.
- **Recruitment Support:** Scheduled interviews, prepared materials, and supported hiring.
- **Employee Information:** Answered queries on policies and procedures.

Technical Proficiency:

- **Software Utilization:** Proficient in using Tally for data entry and record keeping, and Busy Software for billing and data management.

Experience

Organization	Tenure	Designation
Regenvo Mobile Private Limited (Vivo)	Feb 2022 to Nov 2022	Admin Executive
Lakme Salon	Feb 2021 to Feb 2022	Store Manager
Bright 4 Wheel (Marti Suzuki Showroom)	June 2020 to Feb 2021	Data Entry Executive